



Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
MUNICIPALITY OF CARRASCAL



*Office of the Sangguniang Bayan*

December 3, 2025

**MR. EDGAR G. PEREZ II, LLB**

Provincial Secretary  
Sangguniang Panlalawigan  
Tandag City, Surigao del Sur



Sir:

*Greetings of peace and goodwill!*

We are forwarding herewith **Municipal Ordinance No. 57, Series of 2025** entitled "An Ordinance Creating the Position of One (1) Pharmacist I, Salary Grade 11, Under the Municipal Health Office of the Municipality of Carrascal, Surigao del Sur" which was duly approved and signed by the Local Chief Executive on **December 3, 2025**.

Its contents are self-explanatory, and the foregoing is duly transmitted for your review, evaluation, and appropriate action.

We trust that this will merit your kind consideration.

Very truly yours,

**CHESTER A. AZARCON**  
Secretary to the Sanggunian

**POSTED**

**SB BULLETIN BOARD**

**MAYOR'S OFFICE BULLETIN BOARD**

**CARRASCAL PUBLIC MARKET**

**December 03, 2025**

  
**CHESTER A. AZARCON**  
Secretary to the Sanggunian



Republic of the Philippines  
 PROVINCE OF SURIGAO DEL SUR  
 MUNICIPALITY OF CARRASCAL



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 18<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD ON NOVEMBER 24, 2025 AT THE LEGISLATIVE SESSION HALL. *Refer To: Committee on Good Government, Public Office and Accountability*

PRESENT:

HON. VICENTE H. PIMENTEL III  
 Municipal Vice Mayor  
 Presiding Officer

Regular Members

Hon. Jessie James T. Valle  
 Hon. Richard L. Hotchkiss  
 Hon. Chito O. Eliot

Hon. Romen R. Intano  
 Hon. Oliver Han D. Villarosa  
 Hon. Arnel C. Sunico



*Noted*

Ex-Officio Members

Hon. Carmelita V. Correos - LNMB  
 Hon. Datu Dennis H. Dagno - IPMR

ON LEAVE: Hon. John Angelo T. Arreza, CE - SB Member  
 Hon. Keith Vincent P. Pimentel - SB Member  
 Hon. Kidd Elijah P. Pebojot - SK Federation President

ORDINANCE NO. 57, SERIES OF 2025

“AN ORDINANCE CREATING THE POSITION OF ONE (1) PHARMACIST I, SALARY GRADE 11 UNDER THE MUNICIPAL HEALTH OFFICE OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.”

INTRODUCED BY:  
 HONORABLE ARNEL C. SUNICO

“WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to create positions deemed necessary to effectively carry out their governmental functions;

“WHEREAS, the Municipal Health Office requires the services of a licensed Pharmacist to ensure proper management, dispensing, monitoring, and accountability of medicines, drugs, vaccines, and other pharmaceutical supplies;

“WHEREAS, the absence of such a position limits the efficiency of the Municipal Health Office in complying with regulatory requirements of the Food and Drug

M.O. NO. 57, SERIES OF 2025 – AN ORDINANCE CREATING THE POSITION OF ONE (1) PHARMACIST I, SALARY GRADE 11 UNDER THE MUNICIPAL HEALTH OFFICE OF THE MUNICIPALITY OF CARRASCAL, SURIGAO DEL SUR.

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Received by: \_\_\_\_\_

Tanggapan ng Sangguniang Panlalawigan

OSSP-SDS-25-06317

Telephone No.: (086) - 211 - 5832  
 E-Mail: tspsurigaosur@yahoo.com

SURIGAO DEL SUR

Administration (FDA) and in ensuring the safe and proper delivery of pharmaceutical services to the public;

**“ NOW THEREFORE ”**

Be it enacted, as it is hereby enacted by the Sangguniang Bayan of the Municipality of Carrascal, Surigao del Sur, in session assembled:

**SECTION 1. TITLE.** This Ordinance shall be known as the *“Ordinance Creating the Position of One (1) Pharmacist I, Salary Grade 11 under the Municipal Health Office of the Municipality of Carrascal, Surigao del Sur.”*

**SECTION 2. DECLARATION OF POLICY.** The Municipality of Carrascal adopts the policy of promoting efficient, secure, and accountable public service delivery by ensuring that all municipal offices are adequately supported through the appointment of qualified and competent individuals to positions of trust and confidentiality, in accordance with applicable civil service laws, rules, and regulations.

**SECTION 3. OBJECTIVE.** The Ordinance aims to: (1) Create the position of Pharmacist I under the Municipal Health Office; (2) Define the scope of functions and responsibilities of the position; (3) Ensure compliance with Civil Service Commission standards for coterminous and confidential appointments; and (4) Allocate necessary appropriations to support the performance of the position.

**SECTION 4. QUALIFICATIONS.** The position is assigned the following Qualification Standards in accordance with the Civil Service Rules and Regulations and as verified by the Municipal Human Resource Management Officer:

**Education** : Bachelor’s degree in Pharmacy.

**Training** : None required.

**Experience** : None required.

**Eligibility** : RA 1080 (Pharmacist).

**SECTION 5. FUNCTIONS.** The Appointee shall perform the following duties and responsibilities:

1. Dispense medicines and provide patient counseling following DOH and FDA guidelines.
2. Manage RHU pharmacy operations, ensuring proper storage, distribution, and availability of medicines.
3. Maintain LMIS records (stock cards, consumption reports, eLMIS) and ensure timely submission of logistics reports.
4. Manage pharmaceutical inventory including forecasting, stock rotation, requisitions, and physical counts.
5. Ensure regulatory compliance with FDA and DOH requirements, including LTO and pharmacy practice standards.
6. Support DOH programs (NIP, TB, HIV, NCD, FP, etc.) through proper handling and dispensing of program commodities.
7. Prepare and maintain required records and reports (dispensing logs, utilization records, LMIS).
8. Ensure quality assurance and patient safety, including ADR reporting and proper disposal of expired or damaged drugs.

9. Participate in RHU health education and community activities promoting rational use of medicines.
10. Assist in emergency and disaster response, ensuring updated LMIS data and availability of essential medicines.

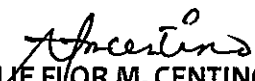
**SECTION 6. APPROPRIATIONS.** The necessary funds for the compensation, benefits, and other operational needs of this position shall be included in the appropriated budget of the said office and sourced from any available or applicable funding, subject to existing budgeting, accounting, and auditing rules and regulations.

**SECTION 7. SEPARABILITY CLAUSE.** If any part or provision of this ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other parts of provisions hereof.

**SECTION 8. EFFECTIVITY.** This ordinance shall take effect after ten (10) days from the date a copy hereof is posted in the bulletin board at the entrance of the Municipal Hall and in at least two (2) conspicuous places in the local government unit concerned.

**DONE** this 24<sup>th</sup> day of November, 2025 at Carrascal, Surigao del Sur.

**CERTIFIED TRUE AND CORRECT:**

  
**ANGELLE FLOR M. CENTINO, J.D.**  
Local Legislative Staff Officer III

**ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:**

  
**VICENTE H. PIMENTEL III**  
Municipal Vice Mayor, Presiding Officer

**APPROVED:**

  
**JOSEPH L. URGEL**  
Municipal Mayor